

## NMCD DATA REQUESTS

The New Mexico Corrections Department (NMCD) Information Technology Office (ITO) has confirmed with its Legal Division that the following costs are acceptable charges for NMCD data sales. Item 1 listed below will cover data entry costs, ITO development time, materials & delivery via electronic means or media. The rest of the items listed below will be for re-running, processing & verifying the data generated.

### Data Subscriptions

Subscriptions are on a Fiscal Year (FY) basis & start from the time full payment is received by the NMCD. If payment is not received by the beginning of the Fiscal Year, past months will be provided after payment is received. All subscriptions are non-refundable. The account information will be valid based on the terms of the subscription. The subscriber will be billed for information from the NMCD Administrative Services Division.

### Restrictions on NMCD Offender Data

NMCD Offender Data is not resold by you or your company.

### Information Needed to Process Your Subscription

Person's First & Last Name of those who will be accessing the data

Contacts First & Last Name

Contacts Address, Email, Fax & Phone

Public IP addresses of any computers you plan to download the data from

### Charges - Current or Past Subscriber

1. Option A: Offender data request, processing, verification, rollout and annual subscription: \$3,025.00 based on quarterly updates of data;
2. Option B: Offender data – with monthly updates option add: \$1,275.00;
3. Option C: Offender photo's matching data in Option A annual subscription add: \$ 3,025.00 ;
4. Re-requesting data if request is unchanged and after initial subscription has expired and no current subscription exists: \$350.00 per request;
5. Re-requesting data if initial request is changed, original and subsequent subscriptions, if any, have expired: \$ 350.00 + ITD staff labor;
6. Re-requesting data if initial request is changed and subscription is current: \$ IT Labor Cost (contact NMCD for quote).

### Payment

Payment must be made to & received by NMCD before any data access codes & subscription is valid. Payments must be made by either cashier's check or money order payable to "State of New Mexico" & should reference "ITO Offender Data Request." The payments should be addressed to:

ASD Business Manager  
Corrections Department  
P.O. Box 27116,  
Santa Fe, NM 87502-0116

Once NMCD has received the above information & payment NMCD will provide you with the following:  
NMCD FTP - The URL Download site & NMCD User Account & Password

For more information email [cdwebmaster@state.nm.us](mailto:cdwebmaster@state.nm.us)